



## 1-7 Deliverables

Summarized in this section are general deliverable requirements and information for documents to be submitted for projects with bridges or other transportation-related structures.

Registered Professional Engineer registration seals and signatures required on deliverables shall be in accordance with the requirements of the State of California Business and Professions Code and Caltrans policy as stated elsewhere in this Guide.

All submitted documents shall be neat and legible. Paper plans must be stapled outside of the left border and other documents must be bound. Loose-leaf type binders may be used. Project identifications are to be clearly shown on each document and electronic media as stated in this section and elsewhere in this guide. The contents of all documents should be indexed, and all pages numbered.

Attachment 1-7.1 Deliverable Distribution List indicates the required documents and the number of copies that are submitted to OSFP by the Consultant for the various phases of the project.

### Deliverable Distribution List

The Deliverable Distribution List is used for project development from inception to PS&E Completion. It is intended for use by Districts, sponsoring agencies, and consultants to convey the deliverable requirements for each element of the project for which OSFP provides oversight. Following is a description of the information each column in the list contains.

#### **Section Reference**

Provides a convenient cross-reference to the pertinent sections elsewhere in this manual.

#### **Deliverable Review Duration**

Provides the review duration OSFP requires to review the different deliverables for typical projects. The durations take into account the time needed for OSFP to coordinate reviews through the various functional units within the Division of Engineering Services. Sponsoring agencies and their consultants must include the appropriate review duration into the project schedules. The Liaison Engineer should be consulted early in the project to assist with schedule development to ensure that all necessary reviews are properly considered. This particularly applies to projects that contain non-typical elements.

During the development of the project, the schedule should be reviewed with the Liaison Engineer to ensure that the elements of the project can be reviewed as originally planned.



### **Minimum Total Copies**

Provides the number of copies of documents required. Before making any copies of the deliverable documents, the consultant should always confer with Liaison Engineer to determine the exact requirements.

The Liaison Engineer will determine the need for additional document copies which may be required for projects with non-typical features, such as pumping plants, movable bridges, vehicular tunnels, steel structures and railroads. Additional copies may also be required for those projects which require extraordinary distribution to Districts, the Federal Highway Administration, DES Technical Committees or individual Technical Specialists.

Unless otherwise approved by the Liaison Engineer, the deliverables shall conform to the numbers indicated.

### **Copies per Structure (S) or Project (P)**

Indicates whether the number of copies is on a per structure (S) basis or on a per project (P) basis.

In certain cases, the designation (S/P) is used. If there are a large number of structures on a project the deliverables should be on a per structure basis. If there are a small number of structures on the project, deliverables can be based on a per project basis with the approval of the Liaison Engineer

### **Remaining Columns**

Provides the details regarding the involvement of other units that participate in project reviews. These columns are primarily for use by OSFP.

In addition to design reviews performed by OSFP, other offices within the Division of Engineering Services provide reviews in specialized areas. Listed below, in the same order as shown on the list to provide clarity, are the functional areas that most often perform reviews:

- Office of Geotechnical Services
- Structure Hydraulics
- Structure Design
- Structure Construction
- Structures Maintenance
- Earthquake Engineering
- Structures Specifications
- Bridge Architecture & Aesthetics



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- Various Technical Specialists or Committees, such as, Bridge Barriers, Retaining Walls, Signs, Underground Structures, Concrete, Structural Steel, etc.
- Structures Estimating

The Liaison Engineer will determine the involvement of the specific units and will distribute the documents as necessary. Consultants shall only submit deliverables to the Liaison Engineer and not directly to the units shown.

### **Attachments**

1. 1-7.1 Deliverable Distribution List

Deliverable Distribution List (Project Development)					OSFP				OGS	HYD	Others										
	Section Reference	Review Duration (Weeks)	Minimum Total Copies	Copies per Structure (S) or Project (P)	Liaison Engineer	OSFP Str Reviewer	OSFP FILE	OSFP Detailing	Foundations	Hydraulics	DSD	DSC	DSM&I	EQ Engineering	Specifications	Aesthetics	Specialists	Estimating	District		
Project Study Report/Project Report																					
(PSR/PR, WBS 150, 160, 180)																					
PROJECT STUDY REPORTS (PDS) (WBS 150)																					
1. Advanced Planning Study	3-2	4	6	S	1	1			1 <sup>1</sup>	1 <sup>1</sup>			1					1 <sup>1</sup>			
2. Preliminary Foundation Report	2-3		2	S	1				1 <sup>1</sup>												
3. Preliminary Hydraulics Report	2-4		2	S	1					1 <sup>1</sup>											
4. Structure Advanced Planning Study Checklist	3-2		6	S	1	1			1 <sup>1</sup>	1 <sup>1</sup>			1						1 <sup>1</sup>		
5. Design Memo	3-2		6	S	1	1			1 <sup>1</sup>	1 <sup>1</sup>			1						1 <sup>1</sup>		
6. Cost Estimate	3-2		2	S	1														1 <sup>1</sup>		
7. Draft PSR			1	P	1																
Final Approved PSR (after APS Approval)		NR	2	P	1	1															
PROJECT REPORTS (WBS 160)																					
Items 1 through 6 above <sup>1</sup>		4	See items 1 through 6 above for copy requirements.																		
Draft Project Report w/ Structures Planning Studies <sup>1</sup>			1	P	1																
Final Signed Project Report (after APS Approval)			NR	2	P	1	1														

General: Unless otherwise noted, all plans are to be reduced paper size (279x432 mm, 11"x17").

<sup>1</sup> At the discretion of the Liaison Engineer

Deliverable Distribution List (Project Development)						OSFP			OGS	HYD	Others									
	Section Reference	Review Duration (Weeks)	Minimum Total Copies	Copies per Structure (S) or Project (P)	Liaison Engineer	OSFP Str Reviewer	OSFP FILE	OSFP Detailing	Foundations	Hydraulics	DSD	DSC	DSM&I	EQ Engineering	Specifications	Aesthetics	Specialists	Estimating	District	
Design Phase																				
PRELIMINARY DESIGN (WBS 210,215)																				
Pre-Type Selection																				
Draft Bridge Site Data Submittal (to District) <sup>3</sup>	4-1	4	2	S															2	
Foundation Boring Plan	2-3	4	2	S/P	1				1											
Draft Final Hydraulics Report <sup>4</sup>	2-4	4	2	S	1					1										
Type Selection																				
Type Selection Report	4-2	4	14	S	1	1	1	1	1	1	1	1	1	1	1	1			2	
Approved Bridge Site Data Submittal w/attachments	4-1		1	S	1															
General Plan (electronic .DGN file)	2-2		1	S				1												
Draft Foundation Plan	4-2		2	S		1	1													
Final Hydraulics Report	2-4		2	S	1						1									
Preliminary Foundation Report	2-3		4	S	1	1				1	1									
Post-Type Selection																				
Type Selection Review Meeting Summary	4-2	NR	2	P	2															
Updated General Plan Estimate	4-2	NR	2	S	1													1		
Updated General Plans <sup>1</sup>	4-2	NR	40	S	1	1	1	1	See GP Distribution List, Memo to Designers											

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<sup>1</sup> At the discretion of the Liaison Engineer

<sup>3</sup> Contact District Project Manager to determine necessary number of copies.

<sup>4</sup> Submit minimum of 4 weeks prior to Type Selection Submittal

Deliverable Distribution List (Project Development)	OSFP				OGS	HYD	Others											
	Section Reference	Review Duration (Weeks)	Minimum Total Copies	Copies per Structure (S) or Project (P)	Liaison Engineer	OSFP Str Reviewer	OSFP Detailing	Foundations	Hydraulics	DSD	DSC	DSM&I	EQ Engineering	Specifications	Aesthetics	Specialists	Estimating	District
65% UNCHECKED DETAILS (WBS 240)																		
Unchecked Structure Plans (paper)	4-3	3	6	S	1		1	1	1			1						1
Unchecked Structure Plans (electronic)	4-3		1	S				1										
Draft Road Plans	4-3		4	P	1		1	1			1							
Draft, Final Foundation Report	4-3	6	4	S	1	1			2									

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Deliverable Distribution List (Project Development)	Section Reference	Review Duration (Weeks)	Minimum Total Copies	Copies per Structure (S) or Project (P)	OSFP			OGS Foundations	HYD Hydraulics	Others								District Estimating Specialists Aesthetics Specifications EQ Engineering DSM&I DSC DSD	District
					Liaison Engineer	OSFP Str Reviewer	OSFP Detailing												
<b>INITIAL PS&amp;E (WBS 240)</b>																			
Structure Plans	2-2	6	13	S	1	1	1	2				2	1		1			1 <sup>2,5</sup>	2
Structure Plans (electronic file)	2-2		1	S			1												
Design Calculations	4-5		1	S			1												
Check Calculations	4-5		1	S			1												
Structure Special Provisions	4-6		6	P			1	1				2			1			1 <sup>2,5</sup>	
Special Provisions (electronic file)	4-6		1	P											1				
Memo to Specification Engineer/Estimator	4-6		3	P	1										1			1 <sup>2,5</sup>	
Cost Estimate	4-7		2	S			1											1 <sup>2,5</sup>	
Quantity Calculations & Summary Sheets <sup>2</sup>	4-7		2	S			1											1 <sup>2,5</sup>	
Working Day Schedule <sup>2</sup>	4-7		2	P			1											1 <sup>2,5</sup>	
Final Hydraulics Report <sup>1</sup>	2-4		4	S			1	1							2				
Final Foundation Report	2-3		5	S			1	2							2				
Road Plans (paper)	4-8		3	P			1	1				1							
Road Special Provisions (electronic)	4-8		5	P			1	1				1			1			1 <sup>2,5</sup>	
Consultant Quality Control Statement	1-6		1	P			1												

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<sup>1</sup> At the discretion of the Liaison Engineer

<sup>2</sup> Submit only for projects advertised by Caltrans.

<sup>5</sup> Liaison Engineer: Route submittal thru Specifications for state advertised projects.

Deliverable Distribution List (Project Development)					OSFP			OGS	HYD	Others									
	Section Reference	Review Duration (Weeks)	Minimum Total Copies	Copies per Structure (S) or Project (P)	Liaison Engineer	OSFP FILE	OSFP Str Reviewer	OSFP Detailing	Foundations	Hydraulics	DSD	DSC	DSM&I	EQ Engineering	Specifications	Aesthetics	Specialists	Estimating	District
<b>INTERMEDIATE PS&amp;E (WBS 240)</b>																			
Resubmit all items in Initial PS&E <sup>1</sup>		4	Same as Initial PS&E Submittal, Contact Liaison Engineer																
<b>FINAL PS&amp;E <sup>7</sup> (WBS 240 thru 250))</b>																			
Final Structure Plans	2-2	4	6	S	1		1	1						2 <sup>6</sup>				1 <sup>2</sup>	
Signed Structure Plans (electronic file)	2-2		1	S				1											
Plans (paper, full size reproducible)	2-2		1	S	1														
Road Plans (paper) & Road Special Provisions (electronic)	4-8		1	S		1													
Resident Engineers Pending File	4-9		2	S								1 <sup>2</sup>		1 <sup>2</sup>					
1:50 Deck Contour Plot (full scale reproducible)	4-9		1	P								1 <sup>2</sup>							
1:50 Deck Contour Plot (full scale print)	4-9		2	P								2 <sup>2</sup>							

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<sup>1</sup> At the discretion of the Liaison Engineer

<sup>2</sup> Submit only for projects advertised by Caltrans

<sup>6</sup> Submit 1 copy for non-state advertised projects

<sup>7</sup> Assumes that all documents not shown were reviewed and determined to be final in previous PS&E reviews.



Deliverable Distribution List (Post PS&E Approval and Construction)					OSFP			OGS	HYD	Others									
	Section Reference	Review Duration (Weeks)	Minimum Total Copies	Copies per Structure (S) or Project (P)	Liaison Engineer	OSFP Str Reviewer	OSFP FILE	OSFP Detailing	Foundations	Hydraulics	DSD	DSC	DSM&I	EQ Engineering	Specifications	Aesthetics	Specialists	Estimating	District
<b>CONTRACT ADVERTISEMENT (WBS 265)</b>																			
As-Advertised Plans <sup>2</sup>	4-12	--	10	P	1	2			1			3	1		1		1		
As-Advertised Special Provisions <sup>2</sup>	4-12	--	10	P	1	2			1			3	1		1		1		
<b>ADDENDA (WBS 265)</b>																			
Plan Details																			
Plan Details (full size) <sup>2</sup>																			
Plan Details (electronic) <sup>1</sup>	4-13	Copies As Required by the Liaison Engineer																	
Design Calculations																			
Check Calculations																			
Quantities <sup>1</sup>																			
Check Quantities <sup>1</sup>																			
Cost Estimates <sup>1</sup>																			
Special Provisions																			
Addenda Memorandum <sup>2</sup>																			
Addenda <sup>2</sup>																			
<b>BIDDER INQUIRIES (WBS 265)</b>																			
Documentation of Bidders Inquiries	4-14		6	P	1	1						3			1				

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<sup>1</sup> Submit only for projects advertised by Caltrans

<sup>2</sup> Do not submit for projects advertised by Caltrans



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					Liaison Engineer	OSFP Str Reviewer	OSFP FILE			DSD	DSC	DSM&I	EQ Engineering	Specifications	Aesthetics	Specialists	District Estimating
<b>CONTRACT CHANGE ORDERS (WBS 285) <sup>1</sup></b>																	
<b>Initial and Intermediate Submittals</b>																	
Structure Plans	5-2	ASAP – Up to 6 weeks depending on the complexity of the change	7	S	1		1		1	1		1		1			1 <sup>2</sup>
Structure Plans (electronic)	5-2		1	S				1									
Special Provisions	5-2		4	P	1						1		1				1 <sup>2</sup>
Quantities <sup>2</sup>	5-2		2	S	1												1
Check Quantities <sup>2</sup>	5-2		2	S	1												1
Cost Estimates	5-2		2		1												1 <sup>2</sup>
Structure Design Calculations	5-2		1	S	1												
Structure Independent Check Calculations	5-2		1	S	1												
Foundation Report	5-2		2	S		1			1								
Hydraulics Report	5-2		2	S		1			1								
Other items required		Copies As Required by the Liaison Engineer															
<b>Final Submittal<sup>7</sup></b>																	
Structure Plans	5-2		6	S	1	1		1 <sup>2</sup>					2 <sup>6</sup>				1 <sup>2</sup>
Structure Plans (paper, full size reproducible)	5-2		1	S	1												
Structure Detail Sheets (electronic) <sup>2</sup>	5-2		1	S				1									
Other items required		Copies As Required by the Liaison Engineer															
<b>COST REDUCTION INCENTIVE PROSALS (WBS 285)</b>	5-3																
Same as for Contract Change Orders																	
<b>AS-BUILTS (WBS 285)</b>																	
Final As-Built Plans	5-5		1		1												
Red-Marked As-Built Prints (from field office)	5-5		1		1												

General: Except for As-Builts and unless otherwise noted, all plans are to be reduced paper size (279x432 mm, 11”x17”).

<sup>1</sup> Required documents all at the discretion of the Liaison Engineer

<sup>2</sup> Submit only for projects advertised by Caltrans

<sup>6</sup> Submit 1 copy for non-state advertised projects

<sup>7</sup> Assumes that all documents not shown were reviewed and determined to be final in previous reviews.